

<p style="text-align: center;"><b>CITY OF BEAVERTON</b> <b>Engineering Construction Inspector</b></p>
---

### **General Summary**

Inspect private development and related public improvement site work to ensure compliance to engineering specifications and all applicable standards, codes, ordinance, rules, regulations and laws.

### **Key Distinguishing Duties**

Inspection public works and private development construction.

### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Inspect and monitor construction of public works and private development to ensure compliance with approved plans and construction standards. Read and interpret construction plans in conjunction with actual construction. Interpret product listings and installation requirements. Monitor construction milestone testing. Consult and advise developers, contractors and engineers of requirements needed to pass inspection.
2. Manage, oversee, inspect, and document activities on Capital Improvement Projects. Maintain daily inspection reports, accurate records of work completed and as-built documentation.
3. Meet with staff, general contractors, subcontractors, architects, engineers and other customers to explain engineering requirements and resolve conflicts and problems. Answer technical questions from the public regarding City, State and applicable local construction requirements. Coordinate with other divisions and governmental agencies on final project acceptance.
4. Write inspection reports. Maintain and file accurate inspection records, plans, and reports. Enter inspection reports into computer system. Track inspections and stop work orders. Use autocad for simple drafting.
5. Inspect and enter inspection results into an automated computer system for Facility Right of Ways and Building permits for Erosion Control on single and multiple families.
6. Investigate compliance issues as directed by supervisor.
7. Participate in section operational processes including procedure development and implementation.

8. Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
9. Produce an acceptable quantity and quality of work that is completed within established timelines.
10. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
11. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
12. Participate in the City Emergency Management program including classes, training sessions and emergency events.
13. Follow standards as outlined in the Employee handbook.
14. Support and respect diversity in the workplace.

### **Other Functions**

1. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of safety practices related to engineering construction inspection including confined space entry, underground excavation shoring and traffic control.
- ◆ Advanced knowledge of practices, principles and techniques used in engineering construction inspections of public works and private development projects.
- ◆ Advanced knowledge of practices and principles of civil engineering design and construction.
- ◆ Advanced knowledge of methods and materials used in construction of utilities and roads.
- ◆ Advanced knowledge of issues and trends in the construction industry.
- ◆ Advanced knowledge of the standards, codes, ordinances, laws and regulations governing engineering construction inspections of public works and private development projects.
- ◆ Advanced knowledge of tools and materials used in the construction trade, including methods and instruments used to install and test water, distribution systems, storms/sanitary systems and street systems.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to engineering construction inspections of public works and private development projects.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.
- ◆ Advanced knowledge of practices and principles required to oversee the construction, installation, operation, maintenance and repair of a large municipal water distribution system.

- ◆ Advanced knowledge of the laws, regulations, ordinances and codes governing the construction, installation, operation, maintenance and repair of large water distribution systems including Federal Environmental Protection Agency standards, State of Oregon codes and American Water Works Association regulations.
- ◆ Advanced knowledge of pressure control systems, water reservoirs, water pumps, valve exercising and water sampling.
- ◆ Advanced knowledge of equipment used in the construction, installation, operation, maintenance and repair of a large water system.
- ◆ Working knowledge of meter and hydrant installation and component parts.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to large water system.
- ◆ Working knowledge of meter and hydrant installation and component parts.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on services related to large water distribution systems.
- ◆ Advanced knowledge of erosion control practices and procedures.

### **Skills/Abilities Required**

- ◆ Advanced ability to read blueprints and plan specifications.
- ◆ Strong ability to maintain accurate records.
- ◆ Ability to participate on a team focused on producing high quality results.
- ◆ Ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations.
- ◆ Ability to use a keyboard and word processing, spreadsheet programs or computer aided drafting and design tools and other application software as required for position.
- ◆ Ability to use general office equipment.
- ◆ Strong ability to schedule and coordinate inspections for multiple projects.

### **Minimum Qualifications Required for Entry**

Associate's degree in civil engineering technology or survey and 3 years experience in engineering inspection or a related field or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Water Distribution Class 1 Certification desirable.

## **Working Conditions**

Occasional focus on a computer; daily precise control of fingers and hand movements; daily standing for prolonged periods; weekly lifting, moving and carrying of objects up to 50 pounds. crouching, crawling, bending, kneeling, climbing or balancing; frequent work in all weather conditions; occasional response to emergency conditions in off-hours; regular exposure to equipment with crushing potential, hazardous chemicals, fumes, vibration, heights and high noise levels; occasional exposure to electrical current; frequent dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Engineering Technician II

Revised: 1/98

New class specification title 1/98: Engineering Construction Inspector

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

---

Department Head Signature

---

Human Resources Signature

---

Date

---

Date